

DOCUMENT RESUME

ED 344 118

CG 024 110

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TITLE Stop! Look! Listen! For a Healthier, Happier
Teen-Agers.
PUB DATE 92
NOTE 24p.
AVAILABLE FROM Stop, Look, Listen, P.O. Box 270986, Corpus Christi,
TX 78427-0986 (\$2.50).
PUB TYPE Guides - General (050)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS *Adolescents; Career Guidance; Daily Living Skills;
Goal Orientation; *Self Evaluation (Individuals)

ABSTRACT

This program is designed to help adolescents make responsible choices, take control of their lives, and learn their true interests. The ultimate goal of the program is to make the participant more employable and to direct thinking toward building a personal resume. The program is divided into 14 weekly sessions. Some parts require the student to read and think about what is written down, such as forming healthy relationships, listening skills, and reasons to set goals. Other parts require the adolescent to write about different subjects such as things they like about themselves, things they want to change, and jobs they would like to have. Topics for the weekly sessions are as follows: (1) developing a buddy system; (2) time management; (3) test taking; (4) ways teenagers learn; (5) listening skills; (6) self-improvement; (7) goals; (8) requirements for healthier relationships; (9) successful people; (10) developing self-confidence; (11) budgeting; (12) needs; (13) nutrition and exercise; and (14) evaluation. (LLL)

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The suggestions and opinions put forth in this book are solely those of the author, based on her thirty plus years as a wife and mother of five sons.

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In all **Stop! Look! Listen!** material the words "teen-ager" and "drop-out" are spelled as instructed in the **NEW YORK TIMES MANUAL OF STYLE AND USAGE.**

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Stop! Look! Listen!

The following information is stated to help you understand how we learn:

Each of us has a short-term memory and a long-term memory. Many very intelligent people have short, short-term memories, causing them to forget belongings and appointments if not reminded or written down. It is important that we know how information is stored in our long-term memory.

It takes seeing, repeating, or reading information 3-10 times in a seventy-two hour period to place information in our long-term memory. Once stored in long-term memory, the information can be recalled for years.

Each of us has a four-hour period during each day when we think creatively and when we more easily remember what we read. This is one reason why we have many people taking work home or working late or early. Their creative time doesn't fall within the normal working day; so they add extra hours to their day, taking time away from family. More flexible work hours would benefit all Americans. People can produce better work when they learn to use their creative time wisely.

Journal writing gives documentation for future leaders to use and helps us work through our own problems. Journal writing is an excellent way to communicate with yourself, to make your dreams and visions known, and to evaluate your behavior patterns.

Written goals help each of us attain success. Writing 50 goals on file cards, along with the steps to reach the goals and completion dates, helps us focus on the things we want to enjoy in our lifetime. It is important to reevaluate and make changes in your goals often.

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We learn and remember more when we hear true life stories which point out healthier lifestyles. Factual information without examples is hard for most people to remember.

Each thing someone else sees us do tells them that we think whatever we are doing is okay. If it's good enough for us, then it's good enough for them. Actions speak louder than words.

Each time we see others doing something that is wrong, we get deeper in trouble. Before long, we don't even realize that any of our behavior is wrong. We see so many others doing the same thing that it seems okay for all of us. We can no longer accept double standards for adults and children. All of us must follow the same rules.

The easiest way to make changes is to ask yourself if you want your grandchildren to do what you're doing. If not, then don't do it. Realize that there should be no double standards.

It takes twenty-one days to make a habit.

A thirty-minute quiet time between work and the evening activities often gives you a fresh supply of energy. Use this time to take a nap, exercise, or read.

Learn to use volunteer work to your benefit in building a stronger resume for future jobs.

We miss opportunities by remaining in our comfort zones. Learn to reach out and plan for exciting change.

Living in today's world requires cooperation, fair play, and unity. It is essential that we develop integrity and become team players at work and at home.

Sue Dulaney is the author of *Stop! Look! Listen! Single Fathers/Dads*, *Stop! Look! Listen! For a Healthier, Happier Lifestyle* and *Stop! Look! Listen! For a Healthier, Happier Teen-ager*. The above information or any of Sue's printed material is available for use in staff meetings or for review in company newsletters. Sue is also available for consultations or workshops on living a *Healthier, Happier Lifestyle*. Call 991-9100 or write *Stop! Look! Listen!* P.O. Box 270986, Corpus Christi, TX 78427-0986 •

Stop! Look! Listen! For a Healthier, Happier Teen-ager is designed to help you make responsible choices, take control of your life, and learn your true interests. As you work through the program, you will see that some pages require you to read and think about what is written down, such as forming healthy relationships, listening skills, and reasons to set goals. Other pages require you to write about different subjects, such as habits you have, habits you want to form, creating opportunities for yourself, things you like about yourself, changes you want to make, jobs you would like to have, roles you have and the responsibilities of the roles, mentors, volunteering, and more.

You will be asked to set fifty goals. These goals will give you a direction in life and will help you realize what is important to you. You will write the steps you will take to reach your goals, and each step you take will bring you closer to achieving what is important to you. As you meet the goals, cross them off your list and write new ones.

Time management is very important, especially for busy teens. By learning to manage your time now you will learn a valuable skill to use as an adult. The program has a page where you will write the days of the week and time slots in fifteen minute intervals. For one week, write down everything you do for each fifteen minute period. By doing this you will see that you have control of your time.

There are several sheets on homework. On one sheet you will list your daily assignments and long-term assignments. Another sheet is called the Homework Buddy System. You will write down the names and phone numbers of friends or classmates who you can call when you need to check assignments.

A budget sheet is included to show you that an income of \$18,000 a year does not go far. Education is a must to increase your salary potential.

The ultimate goal of the program is to make you more employable and to direct your thinking toward building a personal resume. When you set goals, manage your time wisely, have healthy relationships with family and friends, recognize and take advantage of opportunities, and get a good education, you will find that the goal of becoming more employable will be met. Understand that making mistakes is part of the process of learning. Everything you learn by following the **Stop! Look! Listen!** guidelines are skills you will continue to use as an adult. By using and incorporating these skills into your life you will be on your way to having a **Healthier, Happier Lifestyle**.

Show other people what they can do, and they will find a way to accomplish what you think they can. We all perform better when we know someone believes in us.

Week 1

DEVELOPING A BUDDY SYSTEM

Class	Name	Telephone #
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Write down the names of friends and classmates that you can call to check on homework or tests. Keep this sheet pasted in the front of your notebook so you always have someone to call to check assignments.

Make it a habit to talk with at least two people about what you are studying in each class each day. Remember, you learn new material by repeating it 3-10 times in a seventy-two hour period.

Read your homework assignments each day using this technique:

1. First and last paragraph.
2. Big print.
3. Total assignment.

Make note cards with questions and answers. Fold a sheet of paper lengthwise and put the questions on the right side and the answers on the left side.

Review each chapter to make sure nothing was missed.

Establish a system for keeping track of your grades in each subject. Always know where you stand.

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Suggestions for Students Teaching Students

1. Establish a Buddy System. Write down all the words you misspelled during the previous week. Then, get into pairs and practice spelling the words until they are learned. The next time the words are used, they should be spelled correctly.
2. Read assignments and then discuss with someone else the material covered. After reading new material 3-10 times in a seventy-two hour period, it will be placed in long term memory.
3. Check each other's homework list to make certain you have all the homework assignments and due dates. Each night make certain your homework is complete and ready to be turned in to the teacher.
4. Make plans to work on all long-term assignments in advance of due dates.
5. Go to the library to study additional information on the material being covered in class.
6. Review graded tests to make certain you know the material that was covered on previous tests. You want to build a strong foundation and knowing the material your teachers feel is important builds that foundation.
7. Make a habit of doing your homework at the same time each day. It takes twenty-one days to form a habit and once studying becomes a habit, you will find it takes less time to accomplish the same tasks.
8. Establish a "To Do" list for each day. Learn to prioritize what needs to be accomplished each day.
9. Create your own day timer by using a yearly calendar to keep track of future events, a daily "To Do" list, and your Homework Assignment Sheets.

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We each have the same twenty-four hour day. Make certain you use your time wisely.

Week 2

TIME MANAGEMENT

I want you to discover small amounts of time when you can learn something new, exercise, or visit with friends.

For one week, write everything you do during each fifteen-minute period from the time you wake up to the time you go to sleep. Make sure to schedule activities that you want to do.

This exercise will show you that you have control of your time.

After the first week write a daily schedule for what you have to do and what you want to do. Schedule time for school/myself/family.

School

Myself

Family

Take time to journal write each day. Journal writing is an excellent way to communicate with yourself, to work through your problems, to make your dreams and visions known, and to evaluate your behavior patterns.

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HOMEWORK ASSIGNMENT SHEET

Name:

Week of:

I am responsible for each day's homework and for having it returned to class on time. My books and papers will be organized and ready for school before I go to sleep each night.

Signed:

Subject	Monday	Tuesday	Wed.	Thursday	Friday
MATH					
HISTORY					
SCIENCE					
ENGLISH					

At the left list your other subjects. Mark an X in the square after you finish an assignment or if no homework has been assigned.

List your long-term assignments for which you should be organizing materials and having a plan for completion.

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Always study graded tests to make certain you know what you missed. The same material is likely to be covered on future tests. Learn it now!

Week 3

TEST TAKING

BEFORE THE TEST

- Get a good night's sleep.
- Wake up a few minutes early so you don't have to rush.
- Dress neatly and comfortably.
- Eat a healthy breakfast.
- Bring extra pencils and any other necessary supplies.
- Arrive a few minutes early.

WHEN YOU GET THE TEST

- Take a few deep breaths.
- Glance over the whole test.
- Read the directions carefully.

DURING THE TEST

- Read each question twice before answering.
- Don't spend too much time on any one question.
- If you don't know the answer, then try to eliminate some of the answer choices. Go from there.
- If you leave an answer blank, put a mark next to it so you can go back later.

AFTER YOU FINISH THE TEST

- Use any remaining time to go over your answers.

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The more we learn the more we find that we don't know.

Week 4

WAYS WE LEARN

List three places you can volunteer to help someone else. Make volunteer work serve as an additional tool for education.

- 1.
- 2.
- 3.

List five jobs you want to have in your lifetime.

- 1.
- 2.
- 3.
- 4.
- 5.

What do you do for fun each week? List four activities.

- 1.
- 2.
- 3.
- 4.

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Learn to listen with your senses - seeing, hearing, touching, smelling.

Week 5

LISTENING SKILLS

Listen to your parents and teachers in an encouraging and effective way:

Listen with body - without distraction.

Listen with eyes - make eye contact.

Listen with ears - tones.

Listen with heart for emotions.

Listen with mouth closed - understand they have something to say.

Listen to the speaker without interrupting.

Listen for all facts before asking questions.

Remain calm so you don't hurry the speaker along.

Be sensitive.

Give the speaker your full attention.

Remove or ignore all distractions.

Listen carefully for the total content of the message.

Enjoy being the audience.

Pay attention to the speaker's body language.

If you don't understand the speaker's meaning, ask for clarification or repetition.

Don't jump to conclusions about what is being said.

Maintain good posture.

Try to see the speaker's point of view.

Listen for:

Opportunities to work together.

Opportunities to share success.

Opportunities to participate in an activity together.

Opportunities to understand each other's feelings.

Opportunities to solve problems.

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Practice makes perfect!

Week 6

AS A TEENAGER, I WANT TO...

Exercise

List three ways you can exercise daily.

1.

2.

3.

Learn

We grow and mature as we learn. List five things you want to learn.

1.

2.

3.

4.

5.

Improve myself

List three ways you can improve yourself with ten minutes of practice five days a week.

1.

2.

3.

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Visualizing yourself as successful helps you reach your goals.

Week 7

REASONS TO SET GOALS

1. To express your visions and dreams.
2. To remind you of the value of concentrating on what you are doing.
3. To remind you that you are responsible and capable.
4. To help you accomplish more each day.
5. To teach you to focus on projects.
6. To teach you to make decisions.
7. To discover new talents.
8. To strengthen your self-confidence.
9. To give your life a positive direction.
10. To feel successful.

Write 50 goals on index cards. On the back of each card, write the steps you will take to achieve your goal, along with a completion date. Reevaluate these goals once a month. Cross off the goals you have achieved and write new ones. Concentrate on a few goals at a time.

1. Vision - of goal you want to accomplish.
2. Decision - to reach your goal.
3. Action - steps you take to reach your goal.
4. Evaluation - determine which steps in reaching your goal were successful and which ones need to be changed.

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Knowing what you can do to have healthier relationships is the first step to creating a healthier lifestyle.

Week 8

REQUIREMENTS FOR HEALTHIER RELATIONSHIPS

Honesty
Thoughtfulness
Accountability
Being prepared
Being agreeable
Faith
Staying out of debt
Sharing
Saving
Appreciating nature
Exercising
Eating a healthy diet
Taking responsibility for own actions
Doing your best each day
Having a day of rest
Your reward will be being a healthier, happier teen-ager.

List the roles you have in your life.

- 1.
- 2.
- 3.
- 4.
- 5.

List the responsibilities of these roles.

- 1.
- 2.
- 3.
- 4.
- 5.

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Remember -- other people judge you by your actions. Actions speak louder than words.

Week 9

As a student, I want to do what successful people do.

SUCCESSFUL PEOPLE...

1. Greet each new day with a smile.
2. Address others with their name.
3. Are excited about learning.
4. Do not raise their voice or swear.
5. Have faith in themselves.
6. Are helpful to other people.
7. Plan for a time to be alone to regroup.
8. Exercise their mind and body.
9. Find ways to share and to save.
10. Have a time to work and a time to play.
11. Eat a healthy diet.
12. Set goals for what they want to accomplish.
13. Forgive themselves and others.
14. Do not judge others.
15. Apologize when they make a mistake.

Habits make life easier. Habits fit into days without much effort. It takes twenty-one days of repeating an activity to form a habit.

List habits you do each day.

List habits you would like to form.

List habits you would like to break.

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Knowing when you need help and where to find it is essential in building your self-confidence.

Week 10

DEVELOPING SELF-CONFIDENCE AS A TEEN-AGER

Concentrate on what you are doing

Have a time to play

Write goals

Don't expect to be perfect

Learn from your mistakes

Allow others to teach and train you

Help others

Be enthusiastic about what you do

Always consider your options

Accept yourself

Know consequences

We all need support and guidance in order to be successful. List the people who make up your support team.

- 1.
- 2.
- 3.
- 4.

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Always live within your budget. Overspending is much too costly.

Week 11

BUDGETING YOUR ALLOWANCE

Monthly income

Allowance
Other income
Total:

Monthly expenses

Clothes:

Food:

Entertainment:

Music:

Savings:

Donations:

Other:

Total:

INCOME minus EXPENSES = SAVINGS

Make sure your monthly expenses don't exceed your monthly allowance. If they do, you need to limit your spending.

*Reevaluate your goals this week. Cross off any finished goals and add new ones. Sometimes you will find you are no longer interested in something on your goal sheet. Remove it.

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This is to show you the importance of learning all you can as a teen-ager. The more you learn now, the higher the salary you will have as an adult.

Federal Income Tax	\$150
Social Security Tax	115
Housing(Rent for One Bdrm Apt. - Unfurnished)	250
Food	225
Car Payment	175
Insurance (Apt., Car, etc.)	150
Telephone	25
Utlilities (Gas, Elec., Water)	100
Clothing	50
Entertainment	50
Savings	25
Personal Allowance	60
Medical Expenses	15
Furniture, TV, Appliances	75
Contributions, Miscellaneous	<u>35</u>
	\$1,500

\$1,500/month x 12 = \$18,000

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One of life's greatest needs is feeling appreciated. Make certain you show appreciation to those who help you.

Week 12

EVERYONE NEEDS...

To feel appreciated

Attention

Love

Food

Shelter

Hugs

Clothes

Acceptance

Sleep

To feel special

Adventure

To laugh and have fun

To be able to learn

Recognition

Security

To communicate

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Good nutrition and exercise give us the energy to accomplish the things we want to do in our lifetime.

Week 13

NUTRITION

Eat a diet that contains foods from the four food groups. Limit the amount of salt you eat and lower the amount of fat in your diet. Eliminate junk food from your diet. Learn how to read food labels so that you know what foods are healthy.

Be part of the team that prepares nutritious meals for your family. Write down twelve meals that are easy for you to prepare and offer to cook a meal at least once a week. It is beneficial that you develop cooking skills at a young age.

EXERCISE

It is important to exercise for at least 20 minutes a day, five times a week.

Select a sport that you like and include it in your daily schedule. Make sure you do warm-up exercises before participating in sports.

Sit-ups, push-ups, jumping jacks, and running in place can be done anywhere and at any time and cost little or nothing to do.

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We miss opportunities by not knowing what we want out of life.

Week 14

EVALUATION

1. What I liked about this program.
2. What I learned from this program.
3. What changes I would make to this program.
4. What I would add to this program.
5. Evaluate your goals and determine what is working for you.

POINTS TO REMEMBER

1. You are a genius.
2. You must be nurtured to be successful.
3. It is fun learning with someone else.
4. You build your own job resume by learning new material.
5. Goal setting gives your life a focus.
6. Having a vision of success is the first step toward achieving your goals.
7. A good beginning has no end. Build a strong foundation.

Living in today's world requires cooperation, fair play, and unity. It is essential that we develop integrity and become team players at school and at home.

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